

**STAFF REPORT**

February 20, 2002

**TO:** LAFCO Commissioners

**FROM:** Everett Millais, Executive Officer

**SUBJECT:** Service Review / Sphere of Influence Update Process Study Session and Preliminary Direction

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**RECOMMENDATION:**

Conduct Study Session and:

- a. Start the service review / sphere of influence update process based on the preliminary guidelines from the State;
- b. Adopt a preliminary work plan; and
- c. Direct staff to prepare a final work plan and budget recommendations for consideration as a part of the budget for fiscal year 2002-2003.

**DISCUSSION:**

On February 20, the Commission will be conducting a Study Session about the service review and sphere of influence update process mandated by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. This law requires LAFCO to conduct a review of municipal services in each county every five years either prior to or in conjunction with updates to spheres of influence for all agencies subject to LAFCO boundary jurisdiction. In Ventura County, there are sixty agencies affected by the service review and sphere of influence update mandate (ten cities and fifty special districts)

The purpose of the February 20 Study Session is to provide information to the Commission and interested parties about the service review and sphere of influence update process. All sixty of the affected cities and districts have been sent a notice of this meeting and invited to attend. Staff will make a short PowerPoint presentation

**COMMISSIONERS AND STAFF:**

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COUNTY: Steve Bennett, Chair Kathy Long Judy Mikels, Alternate	CITY: Linda Parks John Zaragoza Evaristo Barajas, Alternate	PUBLIC: Louis Cunningham, Vice Chair Kenneth M. Hess, Alternate	SPECIAL DISTRICT: Jack Curtis John Rush Dick Richardson, Alternate
EXECUTIVE OFFICER: Everett Millais	PLANNER III: Hollie Brunsky	CLERK: Debbie Schubert	LEGAL COUNSEL: Noel Klebaum

## **CA GOVERNMENT CODE SECTIONS RELATING TO SERVICE REVIEWS AND SPHERE OF INFLUENCE UPDATES**

56425 (f) Upon determination of a sphere of influence, the commission shall adopt that sphere, and shall review and update, as necessary, the adopted sphere not less than once every 5 years.

56430 (a) In order to prepare and to update spheres of influence in accordance with section 56425, the commission shall conduct a service review of the municipal services provided in the county or other appropriate area designated by the commission. The commission shall include in the area designated for service review the county, the region, the sub-region, or such other geographic area as is appropriate for an analysis of the service or services to be reviewed, and shall prepare a written statement of its determinations with respect to each of the following:

- (1) infrastructure needs or deficiencies;
- (2) growth and population projections for the affected area;
- (3) financing constraints and opportunities;
- (4) cost avoidance opportunities;
- (5) opportunities for rate restructuring;
- (6) opportunities for shared facilities;
- (7) government structure options, including advantages and disadvantages of consolidation or reorganization of service providers;
- (8) evaluation of management efficiencies; and
- (9) local accountability and governance.

(b) In conducting a service review, the commission shall comprehensively review all of the agencies that provide the identified service or services within the designated geographic area.

(c) The commission shall conduct a service review before, or in conjunction with, but no later than the time it is considering an action to establish a sphere of influence in accordance with section 56425 or section 56426.5 or to update a sphere of influence pursuant to section 56425.

(d) Not later than July 1, 2001, the Office of Planning and Research, in consultation with commissions, the California Association of Local Agency Formation Commissions, and other local governments, shall prepare guidelines for the service reviews to be conducted by commissions pursuant to this section.

including a review of the law, potential services to be reviewed and options on how to proceed.

The Ventura LAFCO, like most LAFCOs, has been waiting for the Governor's Office of Planning and Research (OPR) to adopt final guidelines for conducting service reviews, as required by law. While OPR did release "preliminary draft" service review guidelines on July 31, 2001, the timing for completion of final guidelines is unknown. Of concern is the mandate that all service reviews and sphere of influence updates be completed by January 1, 2006. In effect, the "clock is running," regardless of action, or inaction, by the State in adopting final guidelines. The longer the Ventura LAFCO waits to commence the service review and sphere of influence update process, the greater the chance of potential problems and/or conflicts for LAFCO and affected agencies that may result from inaction. Thus, in addition to dialogue and discussion during the Study Session, it is recommended that the Commission take preliminary actions to commence the service review and sphere of influence update process.

As background for the Study Session and the recommendations, the following materials are attached:

- Government Code Sections 56425(f) and 56430
- A draft listing of the potential municipal services to be reviewed
- A preliminary work plan for action through the adoption of the fiscal year 2002-2003 budget
- A blank "service review matrix" that will provide a shorthand view of the services provided by each of the 60 affected agencies

## **DRAFT MUNICIPAL SERVICE REVIEW LIST**

**MUNICIPAL SERVICES PROVIDED BY ONE OR MORE CITIES AND/OR DISTRICTS IN VENTURA  
COUNTY WHOSE BOUNDARIES ARE SUBJECT TO LAFCO JURISDICTION  
FEBRUARY, 2002**

1. Cemetery Services
2. Drainage Services
  - a. Flood control facilities
  - b. Storm water collection
  - c. Storm water treatment
  - d. Agricultural and subsurface drainage
3. Fire and Paramedic Services
  - a. Fire protection
  - b. Paramedic Services
  - c. Ambulance Services
  - d. Brush and weed abatement
4. Graffiti Prevention Services
5. Harbor and Port Services – operation and maintenance
6. Health Services
  - a. Outpatient services (clinics)
  - b. Health and wellness programs
7. Library Services
8. Mosquito Abatement Services
9. Recreation Services
  - a. Recreation facilities and programs
  - b. Parks – operation and maintenance
  - c. Public open space
  - d. Bicycle and pedestrian paths or trails
10. Police Services
  - a. Police
  - b. Traffic patrol
  - c. School Crossing Guards
11. Street and Highway Services
  - a. Street construction and maintenance
  - b. Street lighting
  - c. Street sweeping
  - d. Landscaping and landscape maintenance
  - e. Utility under grounding

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**MUNICIPAL SERVICES PROVIDED BY ONE OR MORE CITIES AND/OR DISTRICTS IN VENTURA  
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FEBRUARY, 2002**

12. Solid Waste Services
  - a. Refuse collection
  - b. Rubbish transfer
  - c. Rubbish disposal
13. Water Services
  - a. Retail domestic (potable) water
  - b. Wholesale water
  - c. Water treatment
  - d. Recycled/reclaimed water
  - e. Agricultural water
  - f. Groundwater management
  - g. Water replenishment
14. Wastewater Services
  - a. Sanitary sewer collection
  - b. Sanitary sewer treatment
  - c. Septic system monitoring and maintenance
15. Vector Control Services
16. Veteran Memorial Hall Services

**VENTURA LAFCO**  
**PRELIMINARY SERVICE REVIEW WORK PLAN**  
**February – September 2002**

<b>TASK</b>	<b>COMPLETION DATE</b>
<u>Study Session</u> – Review State Guidelines and discuss components of this draft initial work plan	February 2002
<u>Service Provider Matrix</u> – Determine which services are to be the subject of service reviews based on a review of a comprehensive Service Provider Matrix that includes all cities and districts.	March 2002
<u>Mapping</u> – Complete GIS mapping of spheres of influence for all cities and districts; distribute maps for review of sphere of influence boundaries; Commission action on “official” sphere of influence boundaries for all cities and districts.	April 2002
<u>Categorization/Staging</u> – Initial policy decisions about categories (complex/less complex) and staging (issues and subjects to be analyzed/reviewed in depth), including possible concurrent sphere of influence updates.	April 2002
<u>Area Identification/Prioritization</u> – Identify the geographic areas for the various types of service reviews (Countywide, sub-regions, etc.) and initial prioritization sufficient to develop a scope of services for any consultant services and an overall scope of work/action plan, including sphere of influence updates.	May 2002
<u>Resources</u> – Policy decisions about the resources necessary for the service review and sphere of influence update process; hire additional staff, use consultants or some combination; to be included in preliminary FY 2002-2003 budget.	May 2002
<u>Budget</u> – Adopt final 2002-2003 FY budget, including sufficient resources to begin the service review and sphere of influence update process.	June 2002
<u>Work Plan/Scope(s) of Work</u> – Finalize a work plan for the service review/sphere of influence update process and any related scope(s) of work, with focus on fiscal year 2002-2003.	June 2002
<u>Contracts</u> – Enter into consultant agreements as necessary.	September 2002

